



## **Student Acceptable Use Agreement 2012**

### **Purpose:**

Information and Communication Learning Technologies (ICLT) bring great benefits to the *Teaching and Learning* programs for students at St Rita's. The purpose of this Agreement is to outline information about your obligations and responsibilities in using ICLT at St Rita's. Information and Communication Learning Technologies (ICLTs) include the use of computers, scanners, printers, school networks, internet, and emails, all portable devices (e.g. mobile phones, iPods, iPads, digital cameras) both on and off the school grounds where applicable.

### **Obligations and Responsibilities:**

#### **Ethical, Legal and Responsible Use of ICT Resources**

I am aware that:

- ✓ Laws apply to appropriate use of the internet and communications. Such laws and principles include users' obligations in relation to copyright, licencing agreements, intellectual property, illegal downloading, bullying and harassment.

I will:

- ✓ Use ICLT at school for the purpose of learning.
- ✓ Use the equipment properly.
- ✓ Not interfere with the work or data of another student.
- ✓ Use my school email account to help me learn (when available).
- ✓ Not use the school's equipment for anything which would inconvenience other users for example changing the setting on computers.
- ✓ Not modify the application or operating system provided without the permission of the Principal.
- ✓ Think carefully about what I view and listen to on the Internet and question if it is from a reliable source.
- ✓ Respect other people's work and not call it my own. This includes pictures and information I find on the Internet. If using an image obtained from the Internet / magazine (scanned etc.) the correct form of notice is: "Copyright [dates] by [author/owner]".
- ✓ Not bring or download unauthorised programs, including games, to the school or run them on school computers.
- ✓ Be respectful in how I speak to and work with others online and never write or participate in online bullying.
- ✓ Think carefully and act about being a Good Digital Citizen as discussed in my classes.
- ✓ Not use my personal mobile/portable devices at school and/or within school activities for transmitting/taking messages or images unless directly authorised by a teacher

## Security and Privacy

I am aware that:

- Users have a role to play in ensuring the security and privacy of information transmitted by the use of the ICLT resources. Users are issued with unique usernames and passwords, which should be kept strictly confidential at all times.

I will:

- ✓ Choose a secure password which is changed regularly (a secure password is one that is difficult to guess, for example, containing a combination of letter and numbers and not simply a name or date of birth).
- ✓ Access ICLT resources only as authorised including downloading/installing software
- ✓ Save my data correctly and regularly.
- ✓ Understand St Rita's may check my computer files and will monitor the Internet sites I visit.
- ✓ Not try to avoid the Internet and email filtering process.
- ✓ Not access inappropriate sites.
- ✓ Turn off or close the screen and immediately alert a teacher if I accidentally access any inappropriate content.
- ✓ **Report** anything that I am not comfortable with to the appropriate person
  - Sites which are not suitable.
  - If someone writes something I don't like, or makes my friends or me feel uncomfortable.
  - If I feel that the welfare of other students at the school is being threatened by online activities.
- ✓ Keep myself and others safe by not providing personal details including names, address, telephone numbers, photos and images.

## ICT Resources Access Consent Form - Students

This Consent Form needs to be signed and returned prior to students being granted ICLT access.

Parents/guardians are encouraged to review and discuss the contents of the *Acceptable Use Agreement* statement with the student.

By signing this Agreement, students are acknowledging that they will be responsible in the event of any breach and that appropriate consequences may result as outlined through the *KTL Behaviour Support Process*.

### User Acceptance

I have read and discussed this form with my child. I agree with its purpose and content and understand that appropriate consequences will be taken if my child is found not to abide by the school's ICLT User Agreement.

Student's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Parent's Signature: \_\_\_\_\_ Date: \_\_\_\_\_